QuickBooks Pro (this example is using version 2006)
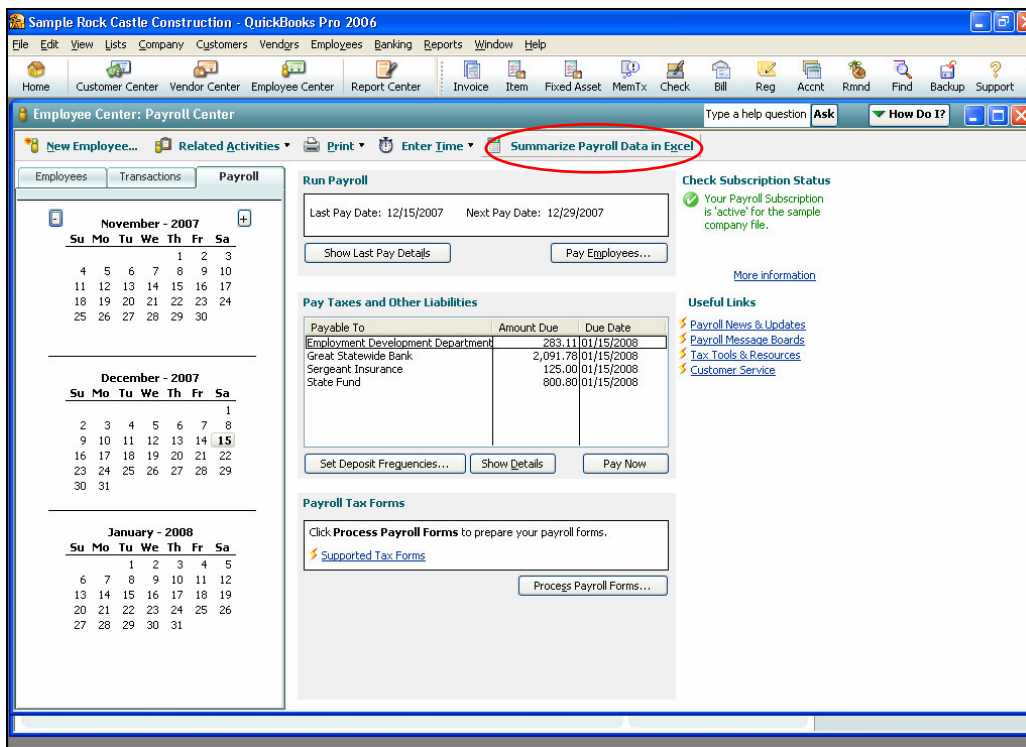
These instructions will enable you to copy/paste the quarterly <u>wage and hour</u> information into the UIFastTax program.
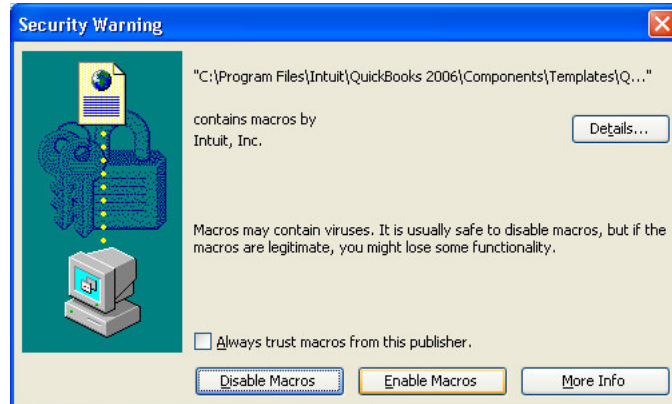
Open Quick Books Pro

Open the Company

Click on "**Employee Center"**

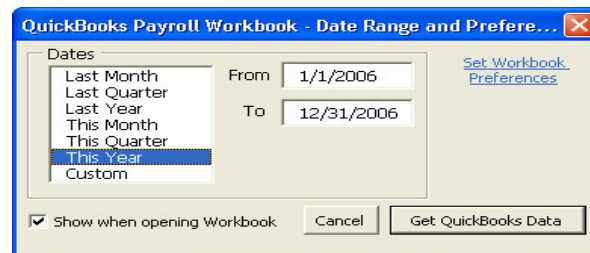Click on **"Summarize Payroll Data in Excel"**

A Security Warning pop up Window will appear. Click on the **"Enable Macros"** button

Quick Books will open the excel workbook and another pop up Window will appear called:
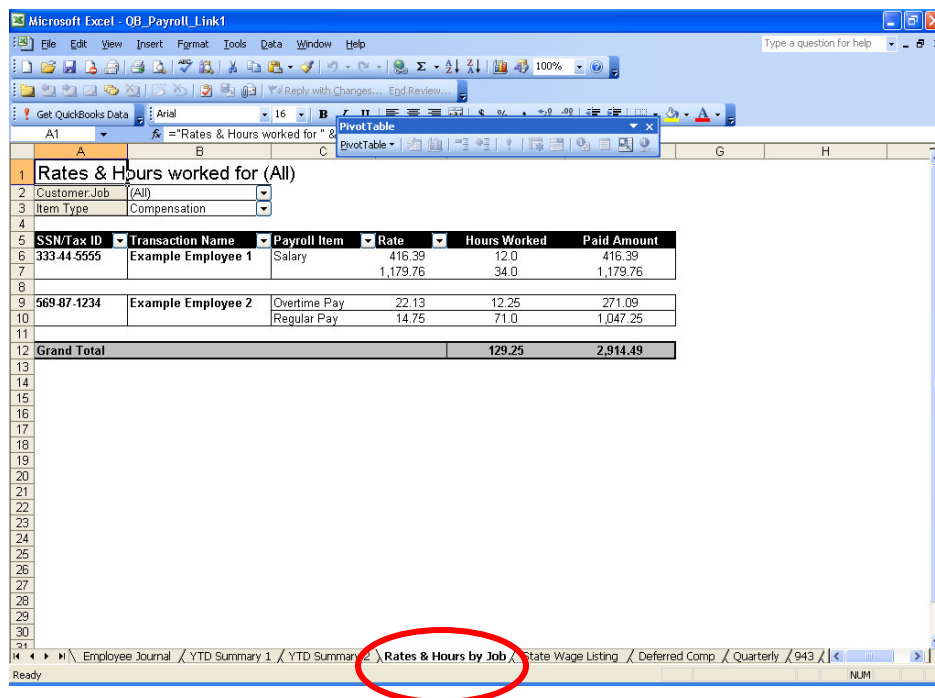
QuickBooks Payroll Workbook – Date Range and Preferences

In the **DATES** column, Select the quarter you are filing (will probably be "Last Quarter") then click on the **Get QuickBooks Data** button

Wait while the information you requested is imported into the QuickBooks Workbook. (Note: sample information with the state of California will show while processing)

At the bottom of the workbook, click on the tab labeled **" Rates & Hours by Job**"

You will now modify the pivot table that is on this sheet :

1. RIGHT click on the header row **"SSN/Tax ID"**
2. From the dropdown, choose **"select"** then choose **"entire table"**.

Your pivot table will now be highlighted.

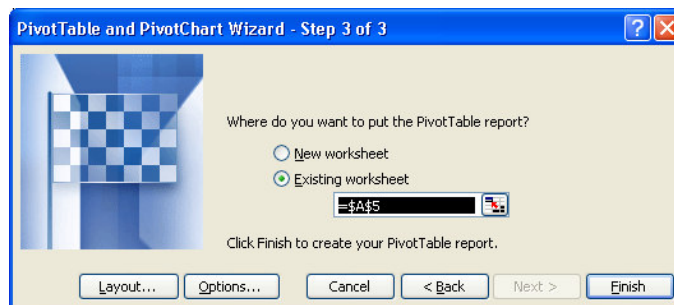Click on "**Data**" from the menu bar (above). From the drop down list click **Pivot Table/Pivot Chart Report**

Note: Do not click on the word data in the pivot table or you won't get the correct options.
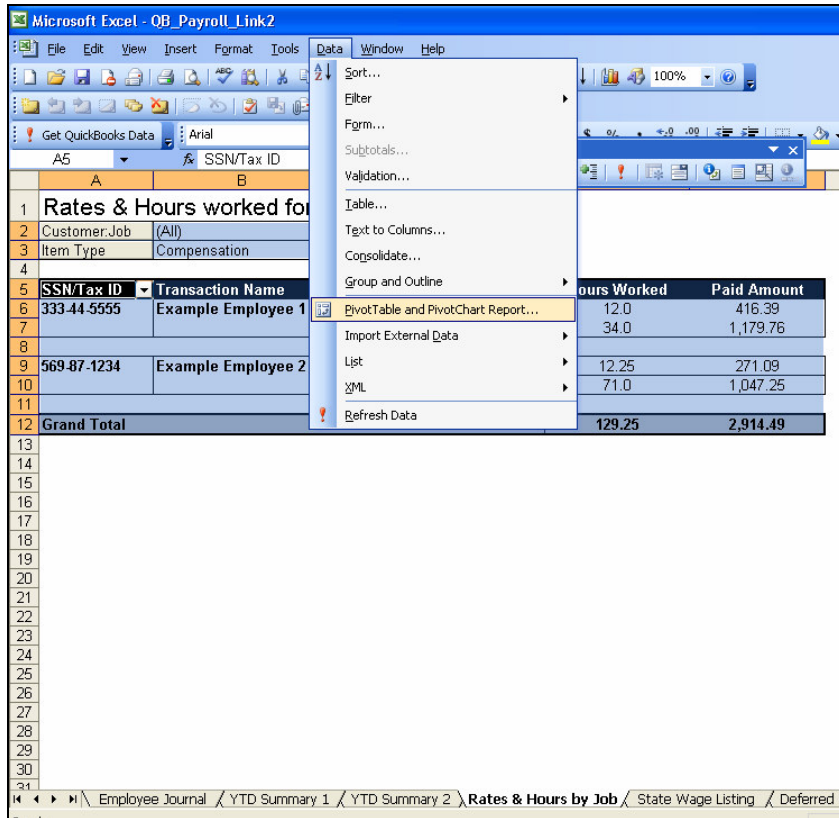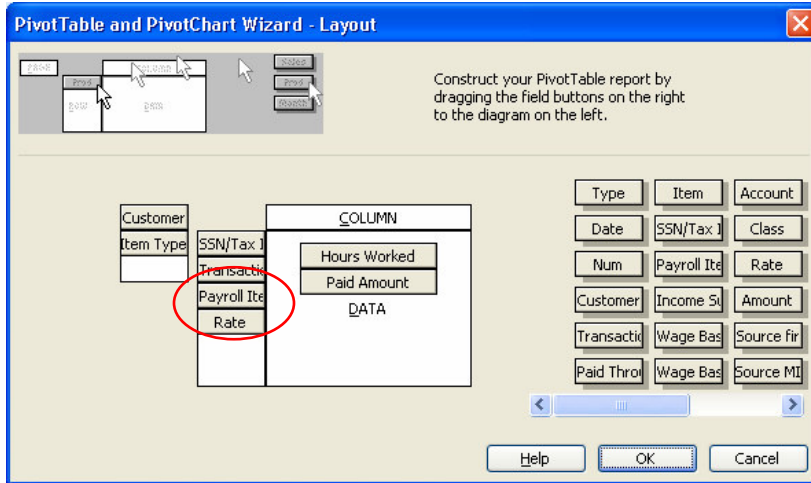

The Pivot Table Wizard (page 3 of 3) will appear.

Click on the **Layout Button**

On this step, you will need to remove the **Rate** and **Payroll item** boxes from the page.

To remove **Rate** and **Payroll item** boxes, click on them (one at a time) dragging them to the far right. (Off the page) and then letting go of your mouse button.

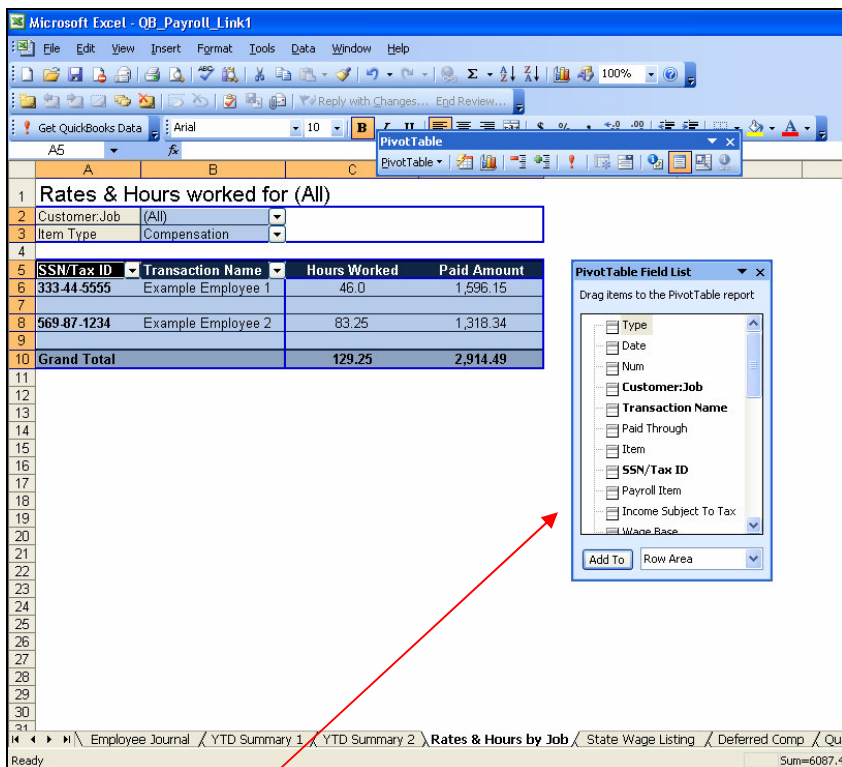When done removing these, click the **OK** button

Pivot Table Wizard (page 3 of 3) will appear and the "Existing Worksheet" will be selected.

Click on the Finish button

Your report should now contain **ONLY** the information needed to import to UIFastTax.

Your report should look like the below example with: **SSN, NAME, HOURS & WAGES** with 1 row for each employee.

 Note: There may be a pivot table box that appears. If so just click on the "X" and it will go away.

You will now copy the information as follows:

1. After Step 8 above, the pivot table will remain highlighted. If not you will need to highlight the pivot table again.
2. From the menu bar above click on Edit
3. Then click on Copy
4. Open the UIFastTax program, if you haven't done so already.
5. Go to the "select input option" for the selected business. Click on Paste Wage Data
6. The wage data should now show on the wage detail in the UIFT program and you can now click the next button, finish the report and file online.